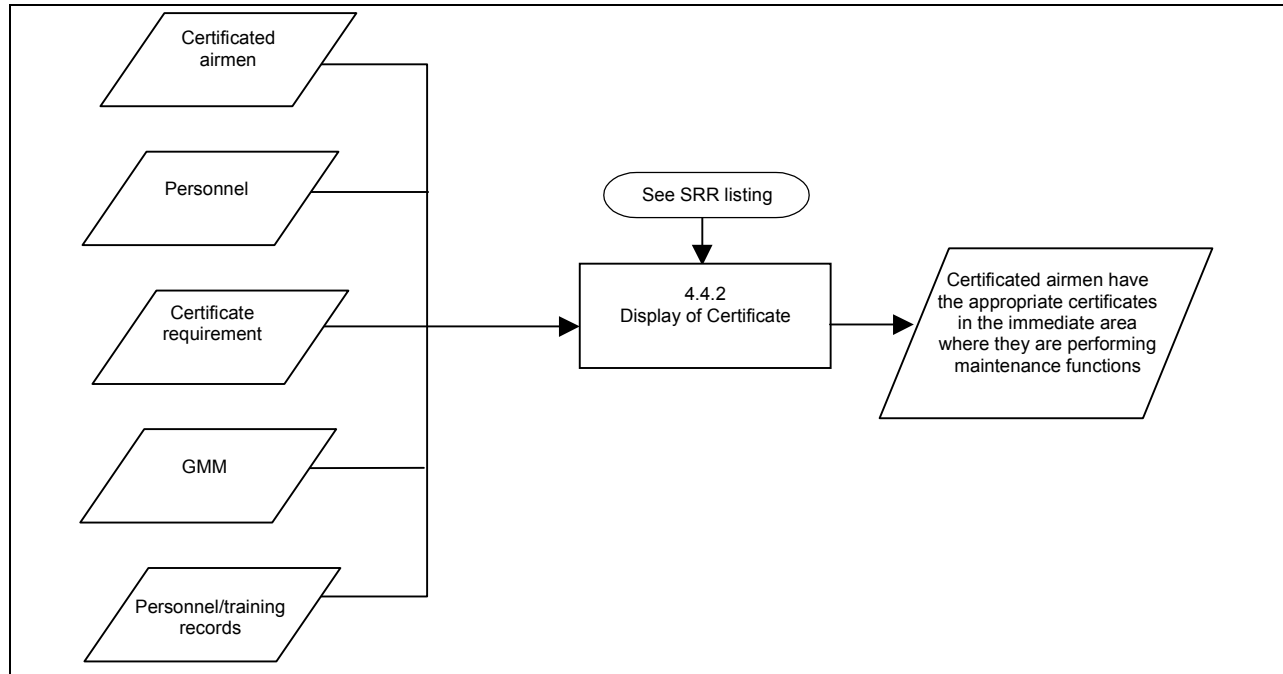


Safety Attribute Inspection (SAI) Job Aid



ELEMENT SUMMARY INFORMATION

Element: 4.4.2 Display of Certificate

Purpose of this Element (Air Carrier's responsibility):

To ensure that personnel exercising airman privileges have their certificate available upon request.

Objective (FAA responsibility):

To determine if the air carrier's Display of Certificate process includes safety attributes.

Inputs:

- Certificated Airmen
- Personnel
- Certificate Requirement
- GMM
- Personnel/Training Records

Outputs:

- Certificated airmen have the appropriate certificates in the immediate area where they are performing maintenance functions

Performance Measures:

Certificated personnel can produce the appropriate certificate when asked by persons in authority.

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SRR:

- 65.89 Display of certificate.
- 65.105 Display of certificate.
- 121.383(a)(2) Airman: Limitations on use of services.
- 121.383(b) Airman: Limitations on use of services.
-

Other CFRs and/or FAA Guidance:

- CFR 65.16 -- Change of name: Replacement of lost or destroyed certificate.
- FAA Order 8300.10 Vol. 3, Chap. 17 “Monitor Certificated Airframe and/or Powerplant Mechanic, Repairman, Parachute Rigger, and Inspection Authorization Holder”

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SRR SPECIFIC INFORMATION

SRR	Intent	Inspectors
65.89/65.105	To ensure that personnel in authority may ascertain the qualifications of individuals exercising airmen privileges.	<i>Certification:</i> Airworthiness <i>Surveillance:</i> Airworthiness
121.383(a)(2)	To ensure the Air Carrier requires airmen be in possession of their certificate.	<i>Certification:</i> Airworthiness <i>Surveillance:</i> Airworthiness
121.383(b)	To ensure airmen present their certificates for inspection when requested by the administrator.	<i>Certification:</i> Airworthiness <i>Surveillance:</i> Airworthiness

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4.4.2 Display of Certificate

SECTION 1 - RESPONSIBILITY ATTRIBUTE

Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person who is accountable for the quality of the Display of Certificate process.

To meet this objective, the inspector will accomplish the following tasks:

1. Identify the person who is responsible for the quality of the Display of Certificate process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the Display of Certificate process with the person.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Is there a clearly identifiable person who is answerable for the quality of the Display of Certificate process?	<input type="checkbox"/> YES If yes, provide the name: <input type="checkbox"/> NO If no, explain:
2. Does the person understand the procedures associated with the Display of Certificate process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the Display of Certificate process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Display of Certificate process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Display of Certificate process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. Is the responsibility of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7a Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
9. Does the person acknowledge that he/she has responsibility for the Display of Certificate process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
10. Does the person know who has authority to establish and modify the Display of Certificate process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

Safety Attribute Inspection (SAI) Job Aid

4.4.2 Display of Certificate

SECTION 2 – AUTHORITY ATTRIBUTE

Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person with the authority to establish and modify the Display of Certificate process.

To meet this objective, the inspector will accomplish the following tasks:

1. Identify the person who has the authority to establish or modify the Display of Certificate process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the Display of Certificate process with the person.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Is there a clearly identifiable person who has authority to establish and modify the air carrier's policies for the Display of Certificate process?	<input type="checkbox"/> YES If yes, provide the name: <input type="checkbox"/> NO If no, explain:
2. Does the person understand the procedures associated with the Display of Certificate process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the Display of Certificate process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Display of Certificate process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Display of Certificate process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. Is the authority of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7a Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
9. Does the person acknowledge that he/she has authority for the Display of Certificate process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
10. Does the person know who has the responsibility for the Display of Certificate process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
11. Are the procedures for delegation of authority clearly documented for the Display of Certificate process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

Safety Attribute Inspection (SAI) Job Aid

4.4.2 Display of Certificate

SECTION 3 – PROCEDURES ATTRIBUTE

Objective: To determine if the air carrier has documented procedures for accomplishing the Display of Certificate process.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Display of Certificate process to ensure that they contain who, what, where, when, and how.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI.
3. Discuss the Display of Certificate process with appropriate personnel to gain an understanding of the procedures.
4. Observe the Display of Certificate process to gain an understanding of the procedures.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Do written procedures exist to achieve the desired result of the Display of Certificate process:

1.1 Do written procedures require certified airmen to have the appropriate certificates in the immediate area where they are performing maintenance? [SRR 65.89, SRR 65.105, SRR 121.383(a)(2)]

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

1.2 Do written procedures require certified airmen to present their certificates on demand by persons in authority? [SRR 65.89, SRR 65.105, SRR 121.383(b)]

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

1.3 Does the Air Carrier have written procedures for keeping records of airmen certificates?

☐ YES If no or N/A, explain:
☐ NO
☐ N/A

1.4 Does the Air Carrier have written procedures for certified airmen to follow in order to replace their certificates when lost or mutilated? [SRR 65.16]

☐ YES If no, explain:
☐ NO

2. Do the procedures identify: who, what, where, when and how?

☐ YES If no, explain:
☐ NO

3. Are the procedures in compliance with the CFR(s)?

☐ YES If no, explain:
☐ NO

4. Do the procedures conform to other written guidance (E.g., Operations Specifications, FAA Orders, Airworthiness Directives, Advisory Circulars, Handbook Bulletins, Directives, and Manufacturer's Recommendations)?

☐ YES If no, explain:
☐ NO

5. Does the air carrier have the resources to support the written procedures for the Display of Certificate process?

☐ YES If no, explain:
☐ NO

6. If alternate procedures exist for use during irregular conditions, do they achieve the same desired results as the primary procedures so that an equivalent level of safety is maintained? (E.g., a manual system used as a result of equipment failure.)

☐ YES If no, explain:
☐ NO
☐ N/A, No alternate procedures exist for this element

Safety Attribute Inspection (SAI) Job Aid

4.4.2 Display of Certificate

SECTION 3 – PROCEDURES ATTRIBUTE

- | | |
|---|--|
| 7. Are the procedures published in different manuals relating to the Display of Certificate process consistent? | <input type="checkbox"/> YES If no, explain:
<input type="checkbox"/> NO |
| 8. Does the air carrier have a documented method for assessing the impacts of procedural changes to the Display of Certificate process? | <input type="checkbox"/> YES If no, explain:
<input type="checkbox"/> NO |

Safety Attribute Inspection (SAI) Job Aid

4.4.2 Display of Certificate

SECTION 4 – CONTROL ATTRIBUTE

Objective: To determine if checks and restraints are designed into the Display of Certificate process to ensure a desired result is achieved.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Display of Certificate process.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI.
3. Discuss the Display of Certificate process with appropriate personnel to gain an understanding of the controls.
4. Observe the Display of Certificate process to gain an understanding of the controls.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Are the following checks and restraints built into the Display of Certificate process:

1.1 Does the Air Carrier prevent certified personnel from exercising airman privileges if they do not have their certificate?[SRR 121.383(a)(2)]

☐ YES **If no or N/A, explain:**
☐ NO
☐ N/A

2. Do the checks and restraints ensure the desired result is achieved for the Display of Certificate process?

☐ YES **If no, explain:**
☐ NO

3. Does the air carrier have a documented method for assessing the impacts of any changes made to checks and restraints in the Display of Certificate process?

☐ YES **If no, explain:**
☐ NO

4. Does the air carrier have the resources to support the checks and restraints for the Display of Certificate process?

☐ YES **If no, explain:**
☐ NO

Safety Attribute Inspection (SAI) Job Aid

4.4.2 Display of Certificate

SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

Objective: To determine if the air carrier measures and assesses the Display of Certificate process, to identify and correct problems or potential problems.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Display of Certificate process.
2. Discuss the Display of Certificate process with appropriate personnel to gain an understanding of the process measures.
3. Observe the Display of Certificate process to gain an understanding of the process measures.

To meet this objective, the inspector will determine and record answers to the following questions:

1. <Deleted>

2. Does the air carrier's Display of Certificate process include the following process measurements?

2.1 The Air Carrier audits certified personnel to assure that they have their airman certificate available.

☐ YES **If no or N/A, explain:**
☐ NO
☐ N/A

3. Does the air carrier document their process measurement methods and results?

☐ YES **If no, explain:**
☐ NO

4. Are the air carrier's process measurement methods effective?

☐ YES **If no, explain:**
☐ NO

5. Does the air carrier use their process measurement results to improve their programs?

☐ YES **If no, explain:**
☐ NO

6. Are the process measurement results accessible to the FAA?

☐ YES **If no, explain:**
☐ NO

7. Does the organization that conducts the process measurement have direct access to the person with responsibility for the Display of Certificate process?

☐ YES **If no, explain:**
☐ NO

8. Does the air carrier have the resources to support the process measurement for the Display of Certificate process?

☐ YES **If no, explain:**
☐ NO

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4.4.2 Display of Certificate

SECTION 6 – INTERFACES ATTRIBUTE

Objective: To determine if the air carrier identifies and manages the interactions between the Display of Certificate process and the other element processes within the air carrier organization.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Display of Certificate process.
2. Discuss the Display of Certificate process with appropriate personnel to gain an understanding of the interfaces.
3. Observe the Display of Certificate process to gain an understanding of the interfaces.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Are the following interfaces identified for the Display of Certificate process:

1.1 Airworthiness Release (Element 1.2.1)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.2 Maintenance Log (Element 1.2.3)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.3 Maintenance Program (Element 1.3.1)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.4 Inspection Program (Element 1.3.2)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.5 Outsourcing Organization (Element 1.3.7)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.6 CAS (Element 1.3.11)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.7 GMM (Element 1.3.14)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.8 Other Programs Approved by Operations Specifications	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.9 RII Personnel (Element 4.1.1)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A

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4.4.2 Display of Certificate

SECTION 6 – INTERFACES ATTRIBUTE

1.10 Line Stations (Element 5.1.1)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.11 Director of Maintenance (Element 7.1.1)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.12 Chief Inspector (Element 7.1.2)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.13 Director of Safety (Element 7.1.3)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.14 Maintenance Control (Element 7.1.6)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.15 Manual Currency (Element 2.1.1)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.16 Content Consistency Across Manuals (Element 2.1.2)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.17 Manual Distribution (Element 2.1.3)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.18 Manual Availability (Element 2.1.4)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
2. List any additional interfaces identified:	
3. Are there written procedures for the use of air carrier personnel in the application of these interfaces?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Are there controls to ensure that interfaces occur?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Are the interfaces between the Display of Certificate process and other processes treated consistently in the Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO